



DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.

07-15

DEPARTMENT SECRETARY OF STATE	DIVISION Administration	SECTION Administration	PERMANENT <input checked="" type="checkbox"/> NON-PERMANENT <input type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1	Legislative Acts	Permanent	NOTE: No record shall be destroyed that pertains to any pending legal case, claim, action or audit.
2	Litigation Files	Portions of this series may be kept permanently by the State Archives through the Attorney General's office. Court records in this series are also available in the court having jurisdiction over these cases.	
3	U.S. and Colorado Constitution	Permanent	
4	Attorney General Opinions	Permanent. Retain by the Office of the Attorney General for 5 years and then transfer to State Archives.	
4	Internal Administrative Correspondence	Retain by agency for 2 years and then destroy.	

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual..

State Archivist's Signature

Date

11/6/2006

Records Liaison Officer's Signature

Date

11/15/06

Attorney General's Signature

Date

11/27/06

State Auditor's Signature

Date

11/9/06